



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

Transportation Division

Date: _____

MEMORANDUM FOR COMMERCIAL LODGING ESTABLISHMENTS

SUBJECT: Hotel/Motel Tax Exemption

Traveler's Name: _____

Title: _____

Duty Station/Address: _____

Hotel/Motel Name: _____

Address: _____

Date(s) of Occupancy: _____

I, the undersigned, certify that I am a representative of the United States Government, Department of Defense, named above. All charges for the occupancy of this establishment, on the dates set forth, have been or will be paid for by the said Governmental Department. Such charges are/were incurred during performance of my official duties as a representative or employee of the Federal Government.

Signature: _____ Date: _____

This memorandum is to be retained by the operator of the visited establishment as evidence of exempt occupancy.